

# CITY FORESTER

**GRADE: 23**

**FLSA: EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The City Forester performs difficult professional and administrative work in carrying out all phases of the City's forestry and parks management programs. The incumbent has a great deal of contact with citizens and developers ensuring compliance with the forest and tree preservation ordinance. The physical demands are moderate and the work can be stressful. The work is subject to functional policies and goals under general managerial direction from the Superintendent of Parks. The incumbent is responsible for program development, service delivery and supervision of subordinate staff.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Plans, delegates, schedules, inspects and trains subordinate employees. Initiates all disciplinary actions and implements personnel procedures. Selects and trains new staff. Approves time cards and leave requests. Duties of forestry crew include tree pruning, removals, planting, fertilization, watering, mulching, operation of aerial bucket truck, chipper, chain saws and rope and saddle.
- Receives work orders, request/complaint forms, and service requests. Meets with citizens to evaluate requests or complaints. Advise citizens of action to be taken. Assigns work to crew or contractors as necessary.

- Provides daily consultation to residents, businesses, and homeowner associations. Consultation provided includes: updating or requesting forms, proper tree care instructions, insect/disease identification and reference to other agencies.
- Inspects trees to determine hazards and makes recommendations to license and inspection division as to the homeowner's responsibility.
- Plans and coordinates major projects. Reviews plans and specifications and determines scope and requirements. Makes recommendations for changes or improvements in proposed landscaping plans. Determines and secures necessary resources. Meets with professional consultants to discuss projects. Secures skilled trade personnel as appropriate. Inspects work of City and contract crews to ensure conformance with instructions.
- Ensures compliance with American National Standards Institute (ANSI 300 pruning standards, ANSI Z133.1-1994 and all applicable OSHA and MOSH regulations. Coordinates projects with other divisions and government agencies. Projects include state rights-of-way plantings, landscaping storm water management areas, and landscaping City medians.
- Makes purchases. Reviews catalog and meet with vendors to identify equipment, materials and supplies needed. Writes bid specifications and approves payments. Manages and controls \$436,000 budget. Prepares and/or provides assistance in annual budget preparation. Monitors and controls expenditures within approved budget. Obtains price quotations.
- Develops, administers and inspects contracts for tree removal, tree pruning, and stump grinding.
- Designs, implements and administers a City-wide gypsy moth suppression program.
- Member of the City of Rockville's Environmental Guidelines Task Force.
- Designs, implements and updates a comprehensive street tree inventories. Uses computer for tree inventory data, surveys and summaries. Operates personal computer to generate E-Mail, Internet searches and word processing.
- Reviews technical literature, exchanges information with other government representatives, and attends conferences to identify new programs, methods, and equipment, which might be useful for forestry/horticulture operations.
- Acts as liaison with Maryland State Department of National Resources, Montgomery County, State Highway Administration and PEPCO. Represents City in all forestry-related issues with residents, public committees, and elected officials. Attends Mayor and Council meetings as requested.
- Supervises pesticide applications. Maintains accurate records as required by the State of Maryland.
- Assists with City-wide special events.
- Supervises snow removal procedures from all City buildings and grounds. Identifies priorities, hazards and inspection. Responsible for such areas as City Hall, Civic Center, Swim Center, Senior Center and Beall-Dawson House.
- Develops emergency procedures for removal of storm-damaged trees from all streets, boulevards, rights-of-way, sidewalks and public grounds. Organizes other divisional personnel as necessary.

- On call 24 hours a day for tree emergencies.
- Develops short articles for City newspaper on gypsy moth updates, Arbor Day, and tree care advice. Appears on Cable Channel 53.
- Qualifies as Maryland Department of Natural Resources tree care expert and Maryland Department of Agriculture pesticide applicator. Consultant to other departments in relation to tree care issues.
- Responsible for the development, implementation and administration of the forest and tree preservation ordinance (FTPO).
- Reviews construction plans, grading plans, forest stand delineations, forest conservation plans, stormwater management plans, stream restoration plans, afforestation plans, landscape plans, development plans, and plats. "Conducts pre-construction meetings, periodic construction site inspections, pre-planting inspection and warranty inspections.
- Ensures compliance with state regulations pertaining to forest conservation. Meets with state officials for annual review.
- Performs other related duties as required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to a graduation from an accredited college or university with a bachelor's degree in arboriculture or urban forestry or related field and five years of progressively responsible experience, two of which should be in a supervisory level of a tree management program. Possession of or the ability to qualify within six months for a Maryland Department of Natural Resources Tree Care Expert Certificate, Maryland Department of Agriculture public agency certificate in Category III ornamentals and turf. Possession of an appropriate driver's license valid in the State of Maryland.

### **Preferred Knowledge, Skills and Abilities:**

- Thorough knowledge of urban forestry, planning, designs, analysis, operations, preventive maintenance, and corrective maintenance principles.
- Thorough knowledge of the occupational hazard and safety procedure necessary for the proper operation of equipment and execution of manual labor and working with associated power tools and automotive equipment.
- Thorough knowledge of the standards, practices, materials, tools, and equipment used in arboriculture, urban forestry, and parks maintenance.
- Ability to read and understand landscape plans, site plans, USGS maps, sketches, drawings and work orders.
- Ability to establish and maintain effective working relationships with subordinates, other departments and employees, contractors, property owners, and the general public.
- Ability to use various word processing software.